

Message

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**From:** Pontes, Rebecca (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=REBECCA.PONTES]  
**Sent:** 11/9/2011 3:00:13 PM  
**To:** Farak, Sonja (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Sonja.Farak]  
**Subject:** FW: Travel document checklist

Rebecca Pontes  
Amherst Drug Lab  
Room N251 Morrill I  
637 North Pleasant St.  
Amherst, MA 01003  
413-545-2607 lab  
██████████ cell

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**From:** Hanchett, James (DPH)  
**Sent:** Thursday, March 03, 2011 9:51 AM  
**To:** Pontes, Rebecca (DPH)  
**Subject:** FW: Travel document checklist

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**From:** Rosas, Giovanni (DPH)  
**Sent:** Thursday, March 03, 2011 9:37 AM  
**To:** Hanchett, James (DPH)  
**Subject:** FW: Travel document checklist

Jim

Here they are. Do Control and click on each form to open it. The ones that are needed are the Travel Request Form and Travel Justification Memo.

Thanks

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**Subject:** Travel document checklist

- [Travel Cover Sheet Check Off \(MS Word\)](#)
- [Travel Cover Sheet Check Off Rejection \(MS Word\)](#)
- [Travel Request Form Cover Sheet \(MS Excel\)](#)
- [Travel Justification Memo \(Rich-Text\)](#)
- [Out of State Travel Request \(Form TAF\) \(MS Word\)](#)
- [Out of State Travel Request Form \(TAF excel format\) \(MS Excel\)](#)
- [Contractor Travel Request Form \(Rich-Text\)](#)
- [Employee Reimbursement](#)
- [State Ethics Commission Free or Discounted Travel and Admissions](#)

